

POLICE ELECTRONIC INFORMATION TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing system analysis, troubleshooting and network management of computers and other electronic equipment within the Public Safety department; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Monitors, maintains, and repairs a variety of electronic equipment; checks hoses, fuses, wiring and performs other troubleshooting of equipment; utilizes established policies to properly calibrate equipment such as intoxilyzer; administers monthly calibration checks; provides documentation and testifies in court on accuracy and validity of units; performs personal computer diagnostics; performs upgrades on systems as required; provides server maintenance to ensure upkeep and stability of network; upgrades hardware and software as needed; performs backup on server.

Provides technical support as needed; provides training to staff on variety of software and hardware; maintains database information; monitors, maintains, repairs and upgrades communication systems; develops and maintains network security; reviews, recommends and specifies hardware, software and related computer equipment; ensures computer equipment meets standards with current technology; keeps up to date on technology; works with other technical personnel in providing accurate information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state, Navajo Nation laws, rules and regulations governing aspects of department operations.

Knowledge of a variety of technical equipment used in law enforcement.

Knowledge of current methods, practices and techniques in information technology.

Knowledge of network management and electronic diagnostics.

Skill in repairing and calibrating electronic equipment.

Skill in troubleshooting personal computer problems.

Skill in communicating technical information in an easy to understand format.

Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 25 lbs. occasionally; work is generally done in an office setting.

MINIMUM QUALIFICATIONS: An Associate's degree in Electronics, Computer Information Systems or related field; and four (4) years computer networking and electronics experience.

SPECIAL REQUIREMENTS: Must be able to obtain certification in repair and testing of radars/intoximeters.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.